

**GENERAL INFORMATION PACKET
For the
Urban and Community Forestry**

**Hurricane Supplemental
Grant Program**

State of Louisiana – 2006 through 2008

“THE REGROWTH STARTS HERE”



LOUISIANA DEPARTMENT OF
AGRICULTURE & FORESTRY
BOB ODOM, COMMISSIONER
Office of Forestry
Post Office Box 1628
Baton Rouge, LA 70821-1628
Phone (225) 925.4500 Fax (225) 922.1356
<http://www.ldaf.state.la.us>

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INTRODUCTION

The Louisiana Department of Agriculture & Forestry will award approximately 1.2 million dollars in grants to eligible applicants for the purpose of recovery, clean-up, and restoration of Louisiana's urban forests' directly affected from Hurricanes Katrina and Rita. The objectives of the funding are to:

1. To lessen the immediate risks of trees that survived the storm but need additional remedial care to keep or make them as safe as possible/or remove trees that will create a threat in the near future.
2. To mitigate future negative impacts of urban forest loss through proper re-planting and education about all aspects of developing and maintaining healthy community forest populations.

The funding authorities for this grant program are the Urban and Community Forestry Assistance subtitle of the 1990 Farm Bill, as amended, and the 2005 Defense Authorization Bill (H.R. 1815). These funds are made possible through the efforts of the Louisiana Department of Agriculture & Forestry, the Southern Group of State Foresters and the US Forest Service.

Awards will be made on a competitive basis based on need, public risk, impact of project outcomes, assessment results, local contribution, and long lasting or capacity building accomplishment potential. Preference will be given to those located in high priority parishes.

ELIGIBLE APPLICANTS

Grants may be awarded to state and local units of governments (including tribal), public education institutions, and 501 (c)(3) non-profit organizations, such as; civic groups, neighborhood associations, or other local community tree volunteer groups that are located within or will assist the parishes affected by Hurricanes Katrina and Rita (listed below).

High Priority Parishes

Calcasieu, Cameron, Orleans, Plaquemines, St. Bernard, St. Tammany, and Vermilion

Eligible Parishes

Acadia, Ascension, Iberia, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, St. Charles, St. Helena, St. James, St. John, St. Mary, Tangipahoa, Terrebonne, and Washington

GRANT PROGRAM DETAILS

TIMELINE

Realizing that affected areas are in different stages of recovery, the Louisiana Department of Agriculture & Forestry will be offering three different opportunities to apply for funding. All projects will need to be completed by July 31st, 2008. ***There will be no deadline extensions allowed.***

Grant Cycle 1: Applications must be received by 4:30 p.m. on January 10th, 2007

Grant Cycle 2: Applications must be received by 4:30 p.m. on May 18th, 2007

Grant Cycle 3: Applications must be received by 4:30 p.m. on October 5th, 2007

FUNDS AVAILABLE

For Grant Cycles 1 & 2, the Louisiana Department of Agriculture & Forestry will award approximately 500,000 dollars (totaling 1,000,000 dollars) dependent upon application requests, quality and meeting the grant criteria. The remaining 200,000 dollars will be awarded through Grant Cycle 3. **Grant recipients are not required to provide a match for these funds.** However, if there are in-kind donations or cash being used on this project please document so that the State can demonstrate the accurate magnitude of the projects funded.

Grantees may request funds in the range of \$1,000 to \$100,000 per high priority parish applicant and \$1,000 to \$75,000 per eligible parish applicant. Larger amounts of funding may be considered if projects span across multiple communities. For larger funding amounts please contact the Louisiana Department of Agriculture & Forestry prior to submitting the request. A single parish may not receive more than \$500,000 for a high priority parish and \$300,000 for an eligible parish during the three grant cycles.

FUNDABLE PROJECTS

Projects will be funded only for direct recovery activities. Direct recovery activities are projects that will address specific storm related urban forestry mitigation needs. Only the three following categories of projects will be funded:

- ◆ **Urban Tree Replacement** – Hiring, contracting or training personnel to plan, select, purchase, and plant replacement trees on public and private property. Urban tree planting will be limited to the use of hurricane resistant trees (as established by LSU Ag Center Research & Extension page 10 in application packet) or trees approved by Louisiana Department of Agriculture & Forestry and to sites and locations where Hurricane Katrina and Rita destroyed urban trees or caused them to be removed.
- ◆ **Urban Tree Risk Remediation** – assessments may be contracted, personnel hired, and/or training provided to identify and reduce the risk from hazardous trees. This category may include contracting with a licensed tree service company to perform necessary work such as pruning and removals to trees that pose a threat to people, places, or property, **where FEMA assistance fall short.**

- ◆ **Urban Tree Inventory/Assessment** – hiring, contracting, or training personnel to collect comprehensive information on trees in a large area. Information collected will be used to determine 1) extent of existing hurricane storm damage and 2) areas in need of mitigation and/or remediation. Tree inventory projects must be accompanied by mitigation and/or remediation work.

Remember Louisiana has regulations that require the use of professional/licensed landscape architect, landscape contractor, and arborist.

Activities may take place on private property(with written owner approval and/or notification) as long as one can demonstrate there is public benefit such as removing a hazardous tree that could interfere with traffic or providing shade to increase the longevity of roadways.

GRANT APPLICATION PROCEDURES

The grant application process is managed by the State Urban Forestry Coordinator. Please complete all items pertaining to the category of grant for which you are applying. All attachments must be 8 ½” x 11”, except sketches, plans, and maps which must be folded into 8 ½” x 11”. Applicants shall submit one (1) original, four (4) copies and one (1) electronic copy on disk or CD of the completed application to:

Louisiana Department of Agriculture & Forestry
Office of Forestry
Attn: Malhon Doucet
Phone: 504.390.6549

Mailing Address:
P.O. Box 1628
Baton Rouge, LA 70821-1628

Shipping Address:
5825 Florida Blvd.
Baton Rouge, LA 70806

All applications must be received by 4:30 p.m. on January 10th, May 18th, or October 5th, 2007 in order to be considered for funding.

The following **must** be included in your grant application packet in order for the application to be considered by the Grant Review Committee. Applications **missing any of the required items 1-8 will not** be considered for funding this funding cycle:

1. One original, four copies and one electronic copy on disk or CD of the application package for the Grant Review Committee. The electronic copy needs to be a Microsoft Word or pdf file.
2. Completed and Signed Hurricane Supplemental Urban Forestry Grant Application Form.
3. A budget or cost documentation detailing all costs of the project. **No matching funds are required for this grant**, however, the state would like to document the costs of these projects accurately and requests you provide figures of in-kind and cash donations. Required project budget sheet is included in the application packet on page 1.
4. A concise Project Description (four page limit). Instructions in application packet on page 2.

5. Signed Certification Package that includes the following documents: **(submit 1 copy)**
 - a. A completed and signed W-9 form; Taxpayer Identification Number and Certification. (Information needed for Contract and Reimbursement Payments). Form included in the application packet. A downloadable write-in version is available on the web at: www.irs.gov/pub/irs-pdf/fw9.pdf.
 - b. Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (Form AD-1047)
 - c. Certification Regarding Drug-free Workplace (Form AD-1049)
 - d. Certification Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreements (Attachment 8)
6. Completed and Signed Authorized Applicant Signature Form / Board Resolution. This document should be signed by the individual that has the authority to sign a contract with the Louisiana Department of Agriculture & Forestry.

The following may be required, depending on type of application submitted.

7. For any application requesting funding for urban tree replacement; you must submit a signed and completed Tree Planting & Maintenance Agreement (located on page 12 in the Application Packet).
8. For non-profits; include a copy of your organization's determination letter of IRS non-profit status or a copy of filing papers.

APPLICANT NOTIFICATION

Notification of approval or disapproval will occur as soon as the review process is finished and should be done within 3 weeks of the due date.

AWARDEE INFORMATION

Applicants will then be required to sign a contract with the Louisiana Department of Agriculture and Forestry prior to starting work on the project. Contracts will begin forty-five (45) days after both parties have signed and will end July 31st, 2008. Project costs incurred prior to the effective date of the contract are ineligible for reimbursement. All final paperwork must be received by the State on August 15, 2008 in order for the Louisiana Department of Agriculture & Forestry to reimburse for the project. Any requests for payment after August 15, 2008 will be denied and the grantee will be responsible for costs.

REPORTS AND REQUESTS FOR PAYMENTS

The program administrator **will require** quarterly financial and narrative reports from the grantee as to the progress of projects.

Grant payments will be made at any time during the contract period after the grantee meets the following requirements:

- ◆ All expenses must be documented (i.e. invoice documenting paid receipts, employee/volunteer timesheets, etc.) and submitted to the Louisiana Department of Agriculture & Forestry before payment can be made.

- ◆ Before the final reimbursement payment will be made, the final product(s) of the project must be presented to the Louisiana Department of Agriculture & Forestry as evidence of a completed project. Also, a final written report will be required from each grantee.

FEDERAL REGULATIONS

These grant funds are federal dollars therefore, grantees must comply with all federal regulations pertaining to federal grants including, but not limited to the following:

State and Local Governments

- ◆ Sections 3015, 3016, and 3017 of the Code of Federal Regulations
- ◆ Office of Management & Budget Circular A-87, A-102, and A-133

Educational Institutions

- ◆ Sections 3015, 3017 and 3019 of the Code of Federal Regulations
- ◆ Office of Management & Budget Circular A-21 and A-133

Non-profit Organizations

- ◆ Sections 3015, 3017 and 3019 of the Code of Federal Regulations
- ◆ Office of Management & Budget Circular A-122 and A-133

Copies of these circulars are available from the Louisiana Department of Agriculture & Forestry upon request or at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=25d02a0a5325e3f10c96691b6ef9bc2d&c=ecfr&tpl=/ecfrbrowse/Title07/7cfrv15_02.tpl and <http://www.whitehouse.gov/omb/circulars/index.html>.

GRANT EVALUATION CRITERIA

Awards will be made on a competitive basis based on need, public risk, impact of project outcomes, assessment results, local contribution, and long lasting or capacity building accomplishment potential. Preference will be given to those located in high priority parishes.

To expedite the process of reviewing and awarding grants, the Louisiana Department of Agriculture & Forestry will be the reviewers of the grant application and provide recommendations to the State Forester for awarding. This will help distribute funds more quickly to entities in need.

WHERE TO GO FOR TECHNICAL ASSISTANCE

If you need technical assistance with this grant application, you may call or email either of the Urban Forestry Staff listed below:

Malhon Doucet
Urban Forestry Coordinator
504.390.6549
mdoucet@ldaf.state.la.us

Tom Campbell
Urban Forestry Specialist
504.343.8684
tom_c@ldaf.state.la.us

Wade Dubea
I&E Branch Chief
225.925.4500
wdubea@ldaf.state.la.us

GRANT WRITING WORKSHOPS

Grant writing workshops will be presented by the Louisiana Urban Forestry Council on the following dates and locations:

Tuesday, December 12, 2006 – Time: 10:00 a.m. – 2:00 p.m.
Kenner City Park
3800 Loyola Dr.
Kenner, La. 70065

Wednesday, December 13, 2006 – Time 12:30 p.m. – 3:30 p.m.
Slidell Library
555 Robert Blvd
Slidell, La. 70458

Thursday, December 14, 2006 – Time: 10:00 a.m. – 2:00 p.m.
LSU-Ag Center
7101 Gulf Highway
Lake Charles, La.

All workshops will begin with a structured presentation explaining the grant process and the grant application, and LDAF staff will be available to answer any questions.

If you have any questions, please contact LDAF Urban Forestry Coordinator Malhon Doucet by telephone 225-925-4500 (office) or 504-390-6549 (cell) or by email (mdoucet@ldaf.state.la.us).